



Tools • Technology • Success for the Patent Business

OACS Computer-Based-Training (CBT) Release

April 8, 2003

SIRA is pleased to announce the availability of a **Computer-Based-Training (CBT)** course for OACS. This CBT includes the new features of the most current release, OACS 1.3. The CBT has a total view time of approximately 2 hours. Subject matter is divided into separate sections and thus can be viewed by examiners in discrete modules; examiners taking the CBT can chose to view only those topics of interest to them. **Please note the approval process for other time under "Action Required" below.**

OACS CBT Features and Benefits

CBT training is provided in the form of video coupled with audio narrative, which provides a pathway to elucidate the operations of OACS applications. Benefits of using the OACS CBT include:

- Practical step-by-step instruction on demand.
- Optional selection of one topic within a section or the whole course for review.
- Convenient, self-paced review of training material.

OACS CBT Sections

The CBT provides a menu of outlined sections, which the employee can select and follow through at their own pace. The major sections include:

- How to use the OACS CBT
- New Features in OACS 1.3
- Writing an office action and filling out associated forms
- Accessing previously created office actions
- Managing active and competed office actions
- Writing Patent Cooperation Treaty (PCT) actions
- Legacy PCT 408 Conversion

Action Required

Appropriate training **"other time"** may be granted by SPEs for examiners taking this training. **Prior SPE approval is required before taking "other time" for the CBT training.** SPEs should assess the amount of training needed by their examiners and grant training time commensurate with the extent of CBT modules needed by an examiner. Please consult with your Technology Center Directors for any needed

clarification regarding the grant of training time for CBT training. The project code for this training is **090189**.

Access to CBT

Access within the PTO intranet for the OACS CBT is located via the **new Automation Training Tools** subheading in the **Patent Examiner's Toolkit** menu, as follows:

- **Start > Patent Examiner's Toolkit > Automation Training Tools > OACS CBT**

Contact Information

To provide feedback or suggestions, please e-mail **Patent Automation Feedback**.

For additional assistance with the **OACS CBT**, please contact an **ITRP** in your Technology Center (See a list of **ITRPs** at <http://ptoweb/patents/km/itrps.htm> or call the **ITRP Locator** at **308-9665**).

If you experience any problems, e.g. accelerated video playback or access to the web links, please contact the **Help Desk** at **305-9000**.



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